USANATO Management Control Evaluation Checklist
POLICIES AND PROCEDURES FOR PROPERTY ACCOUNTABILITY
(AR 735-5/AR 710-2)

HQ USANATO Functional Proponent – DCS, G4   DATE: 15 Feb 05

DCS Initials: _JC Ꝑ_

Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, records review, etc.). Answers that indicate deficiencies ("No" or "Not applicable") must be explained and corrective action indicated in supporting documentation. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R, Management Control Certification Statement.

Key Management Controls.

Command Supply Discipline (CSDP)

1. Does the PBO request clarification of regulatory guidance?

2. Does the PBO identify and report supply constraints through command channels?

3. Has the Commander implemented a CSDP Program?

4. Has a CSDP Monitor been appointed on orders?

5. Has the CSDP Program eliminated repeat discrepancies?

6. Has the PBO verified administrative information for each DODAAC?

7. Has the PBO conducted CSDP inspections of subordinate units?

8. Does the CSDP identify equipment excess?

9. Does the CSDP ensure the prompt disposition of excess equipment?

10. Does the CSDP authorize excess equipment with valid documentation such as approved DA 2028 and/or DA 4610R?

11. Does logistical training occur during SGT Time in support of CSDP?

SOP

1. Does the PBO maintain a copy of the DCS, G4 SOP?

2. Does the PBO maintain its own SOP?

3. Is the PBO SOP signed by the BN Commander?

4. Does the PBO SOP address at a minimum the following:

    a. Property Book Maintenance Procedures?

    b. Document Register Procedures?

    c. Unit Movement Procedures?

    d. CSDP?

    e. Hand Receipt Procedures?

    f. Turn-In Procedures?

    g. Lateral Transfer Procedures?

    h. Report of Survey Procedures?

    i. Statement of Charges / Cash Collection Procedures?

    j. Inventory Procedures?

    k. IMPAC Credit Card Procedures?

    l. SSA Reconciliations?

    m. OCIE?

    n. Files Management?

Comments. Help make this a better tool for evaluating management controls. Submit comments to the USANATO MCA.